



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS

Mailing Address: 500 JAMES ROBERTSON PARKWAY / NASHVILLE, TENNESSEE 37243
(615) 741-8307 or 1-800-544-7693 - Fax: (615) 532-2868
<http://tn.gov/commerce/boards/contractors/> Email: reg.boards@tn.gov

REPORT UNLICENSED CONTRACTORS

I. CONTRACTOR'S CONTACT INFORMATION

Contractor's Business Name: _____

Individual's Name: _____

Address: _____

Phone: () _____ - _____ () _____ - _____ City _____ Zip _____
Cell: () _____ - _____

Email: _____ Website: _____

Vehicle Information: _____
(Make/ Model/ Color/Logo) (License Plate State and Tag #)

II. PROJECT LOCATION

Project Owner: _____ Phone: () _____

Address: _____

How long at this job site? _____ How much longer on job site? _____

III. PROJECT INFORMATION (Check all applicable)

Type of Project: ☐ Residential ☐ Commercial ☐ Bid – Date: _____

Description: ☐ Repair Work from Flood Damage ☐ Remodeling ☐ New
☐ Electrical ☐ Plumbing ☐ HVAC
☐ Other: _____

IV. REPORTING PARTY INFORMATION

☐ **Anonymous** (do not list contact information) ☐ **Contact Me** (complete contact information)

Name: _____ Phone: () _____

Address: _____ Email: _____

Thank you for taking the time to report unlicensed activity. Please provide all the information you have available to help in verifying allegations. Feel free to attach a map and any other information relative to the alleged violation. A Contractor's license is required for projects \$25,000 and up. Projects less than \$25,000, check with local government for requirements.

CONSUMER RIGHTS INFORMATION – UNLICENSED CONTRACTORS

To file a complaint against a contractor you have hired, please use the complaint form from our “Consumer Resources” website at:

<http://tn.gov/commerce/boards/contractors/complaint.shtml>

Please review the “Consumer Resources” of the Board’s website at: <http://tn.gov/commerce/boards/contractors/> for criminal/civil penalties; consumer protection violations; limited recovery of expenses in court by unlicensed contractor; and laws protecting consumers from liens. This may help to decide whether you need to consult with an attorney for civil matters.

LICENSE REQUIREMENTS

\$25,000 and up

A “Tennessee” contractor’s license is required for projects/contracts where the total cost is \$25,000 or more, regardless of the county. A “business” license is not acceptable in lieu of a state contractor’s license. Most local governments require a permit to be obtained by the contractor for inspections.

The following are examples of all different types of work where a contractor’s license is required as a prime (contracting with the owner) for Residential, Commercial, or Industrial projects:

- Building (*Landscaping, painting, flooring, windows, doors, excavation, etc.*)
- *Electrical
- *Plumbing
- *Mechanical
- *HVAC

**A license is also required for subcontractors (bidding directly to a licensed prime (general) contractor) to perform electrical, plumbing, mechanical and HVAC projects.*

Less than \$25,000

If unsure, you may also check on license requirements for projects less than \$25,000, check with your local government.

- Home Improvement License – Applies to eight (8) counties: Bradley, Davidson, Hamilton, Haywood, Knox, Robertson, Rutherford or Shelby.) If the cost was \$3,000 to \$24,999 in one of these counties.
 - Note: Any county may adopt the Home Improvement license requirement by having their commission vote with a 2/3 majority vote (*see our website for more information*).
- Electricians - Those without a local government codes office having a master/journeyman program are required to obtain a state license as a Limited Licensed Electrician (LLE).
- Plumbers - Those without a local government codes office having a master/journeyman program, may be required to obtain a state license as a Limited Licensed Plumber (LLP).
- HVAC does not require a state license from our Board when less than \$25,000 (check with local government).